

Outreach and Engagement Assistant (Canada Summer Jobs - Community Organizer)

Position Duration: Full-time (35 hrs/week) until August 29, 2025.

Wage: \$23.00/hr

Application Deadline: May 2, 2025

Start Date: As early as May 12, 2025

Location: Home office-based, with in-person work in Coquitlam and surrounding areas.

Position Description:

Watershed Watch Salmon Society is seeking a dynamic and motivated Outreach and Engagement Assistant to support our summer community outreach initiatives in Coquitlam and surrounding areas. This role involves interacting with the public, representing Watershed Watch at community events, helping coordinate stewardship activities, and creating compelling educational and social media content. The Outreach and Engagement Assistant will provide support with volunteer recruitment, retention, and interaction tasks as well as small-scale event planning and other relevant responsibilities.

Through this position, the successful applicant will receive training and experience in various aspects of salmon and watershed conservation and management, such as habitat restoration, water and fishery management, and mitigation of threats such as salmon farms and climate change, as well as skills in environmental communication, community engagement, and small-scale event/project management. The role offers a wide range of learning opportunities and room for creativity, and is ideal for someone passionate about conservation and community engagement.

***Note:** This position is contingent upon the candidate meeting all eligibility requirements of the Canada Summer Jobs program (see below).

Key Responsibilities:

- Learn about and communicate Watershed Watch's messages to the public.
- Identify, prepare for and attend public events on behalf of Watershed Watch.
- Assist in planning and delivering general outreach, education, and volunteer strategies.
- Assist with managing our local hands-on stewardship activities, including weekly Coquitlam River cleanups and bi-weekly storm-drain marking.
- Develop engaging and accessible educational materials for diverse audiences, including school groups.
- Set up and manage displays at local businesses and community spaces.
- Support volunteer coordination, including communications and newsletters.
- Assist with the creation of social media and blog content related to events and engagement.
- Occasionally support fieldwork (e.g., invasive plant removals, water quality testing, fish sampling).
- Perform light administrative or clerical tasks as needed.

Required Qualifications:

Applicants must satisfy the following eligibility criteria:

- Some post-secondary education (university, community college, CEGEP, technical institute) or equivalent lived experience.
- Hold a valid B.C. driver's licence and have access to a vehicle (mileage and parking will be reimbursed). Event materials like tents and tables cannot be transported via public transit.
- Able to work from a home office and attend in-person events in Coquitlam and the Lower Mainland. Occasional evening and weekend work is required.
- Have access to a personal computer and a reliable internet connection.
- This is a Canada Summer Jobs position, and all candidates must:
 - Be between 15 and 30 years of age at the start of employment.
 - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act (and legally entitled to work in Canada) for the duration of the employment.

Assets and Skills

- Experience in community outreach, education, or communications (preferably with a conservation-based or nonprofit organization).
- Knowledge of B.C.'s wild salmon and watershed issues, or a strong interest in learning.
- Strong organizational and communication skills; able to engage comfortably with the public.
- Creative thinker with an interest in storytelling, education, and environmental messaging.
- Self-motivated, adaptable, and able to work independently as well as part of a team.
- Basic graphic design, video, or photography skills are an asset (e.g., Canva, smartphone content creation).

About Watershed Watch Salmon Society

Watershed Watch is a registered charity working for the conservation and restoration of B.C.'s wild salmon and their habitats. We use scientific expertise, strategic alliances, public education, citizen engagement, and innovative projects to tackle threats to salmon and promote solutions.

Watershed Watch Salmon Society is an equal opportunity employer committed to upholding the fundamental rights and freedoms of all individuals in Canada, in alignment with the values of the Canadian Charter of Rights and Freedoms.

We are a small team that is dedicated to fostering an open, inclusive, and transparent work environment. We recognize the importance of work-life balance and are committed to supporting the well-being of our staff through flexible, respectful, and healthy workplace practices.

How to Apply

Please submit your cover letter and resume in a single PDF to admin@watershedwatch.ca. Use the filename format: First_Last_OE_Assistant.pdf (e.g., Ann_Smith_OE_Assistant.pdf). We appreciate all applicants, but only those selected for an interview will be contacted.

If you require accommodations during any stage of the application process, please let us know—we are committed to providing an accessible and inclusive experience for all applicants.